



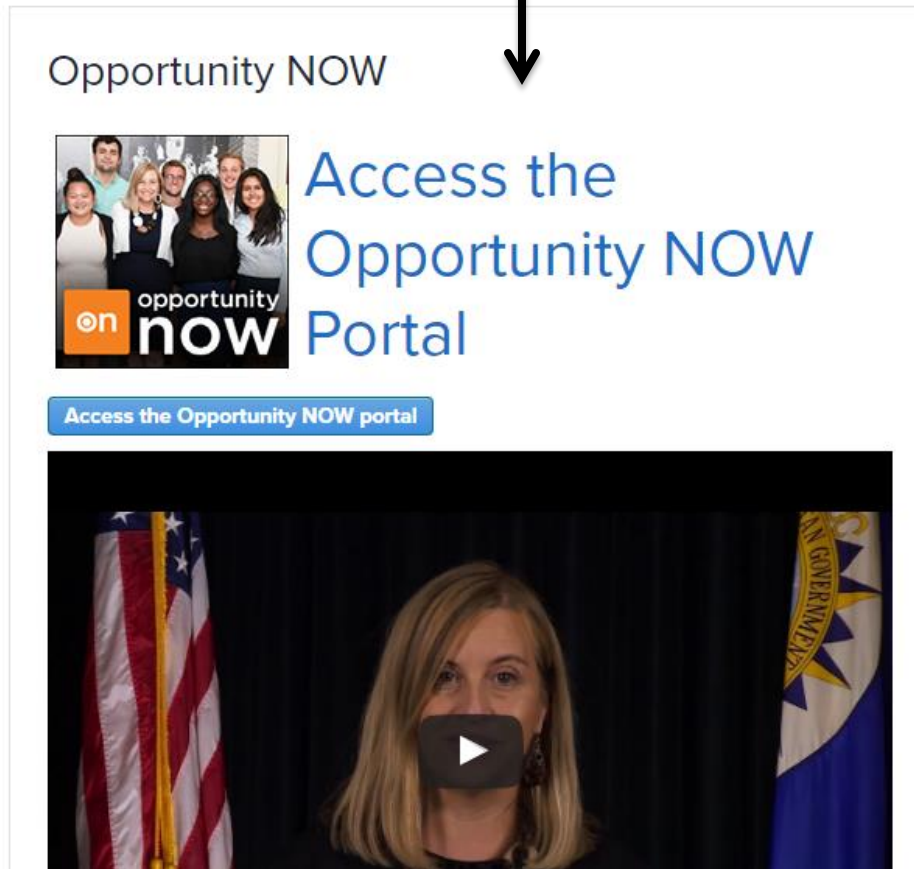
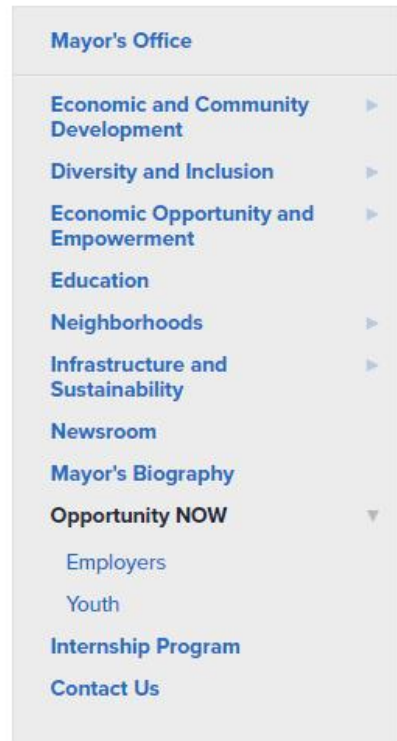
opportunity
now

**HOW TO USE THE PORTAL
AS A JOB SEEKER**

on.nashville.gov

To Sign Up for the Opportunity NOW Portal, go to **on.nashville.gov**

Nashville.gov » Mayor's Office » Opportunity NOW



Connect



Donate

Donations will directly support youth. Opportunity NOW is a component fund of The Community Foundation of Middle Tennessee.



Sign up for our Newsletter


Questions?

We have compiled some helpful guides to address commonly asked questions. You may want to:

[Read frequently asked questions for parents](#)

Click “Access the Opportunity NOW Portal”

Sign up for an account!



on opportunity now

[JOB SEEKER](#) [EMPLOYER](#) [ABOUT](#) [CONTACT](#)

This Opportunity NOW job site provides recruitment, training, and job placement, by connecting job seekers with employers.

Email

Password

[LOGIN](#)


[I forgot my password](#)


[DON'T HAVE AN ACCOUNT YET? SIGN UP](#)

A Message from Mayor Megan Barry


Opportunity NOW is a youth employment initiative spearheaded by the office of Nashville's Mayor, Megan Barry, to create a more comprehensive out-of-school network, while improving the overall climate for hiring young people. This initiative supports Nashville's next generation (ages 14-24) as they develop valuable life skills and confidence needed to excel in the workplace.

OR you can click here





[JOB SEEKER](#) [EMPLOYER](#) [ABOUT](#) [CONTACT](#)



**opportunity
now**

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Opportunity NOW is a youth employment initiative spearheaded by the office of Nashville's Mayor, Megan Barry, to create a more comprehensive out-of-school network, while improving the overall climate for hiring young people. This initiative supports Nashville's next generation (ages 14-24) as they develop valuable life skills and confidence needed to excel in the workplace.

Pick the box that applies:



JOB SEEKER
14 - 17 years old

- Get inspired by exciting careers in your community
- Apply for opportunities
- Build skills through online courses



JOB SEEKER
18 - 24 years old

- Get inspired by exciting careers in your community
- Apply for opportunities
- Build skills through online courses

JOB SEEKER 14 - 17

Individuals under 18 require permission from their Parent or Legal Guardian to take part in the Opportunity NOW initiative.

Student's email

Student's First Name

Student's Last Name

Summer Zip Code

Password

Confirm Password

Parent or Guardian's Email (Optional)

Parent or Guardian's Phone Number

☐ By checking this box I acknowledge and agree

To **Activate Your Account**, fill out the information, accept the email notification, and start building your profile.

Use the zip code of the place you will be staying over the summer months.

If you are under 18 years old, you will need your parent's permission to use the Portal.

FIRST: Answer a few questions about yourself.

Please tell us a bit more about yourself

LOGOUT

*
Preferred Name

*
Date of Birth

*
Summer Street Address

We will use this phone number to contact you via text message about job opportunities.

Mobile Phone Number

*
Are you currently enrolled in College?

☐ Yes

☐ No

*
Are you planning on attending College in the fall?

☐ Yes

☐ No

Applicants will not be excluded from any job opportunities based on information submitted.

Do you think your family is low income?

☐ Yes

☐ No

☐ Maybe

Number of people in your household?

☐ 1

☐ 2

☐ 3

☐ 4

More Questions about **YOU!**

What is your approximate household income?

- ☐ < \$39,000
- ☐ \$39,000 – \$43,000
- ☐ \$44,000 – \$49,000
- ☐ \$50,000 – \$54,000
- ☐ \$55,000 – \$59,000
- ☐ \$60,000 – \$63,000
- ☐ \$64,000 – \$67,000
- ☐ \$68,000 – \$72,000
- ☐ \$73,000 or greater

What is your race?

- ☐ Native/ American Indian/ Eskimo
- ☐ Asian / Pacific Islander
- ☐ Black
- ☐ Hispanic / Latino

Do you have a personal bank account?

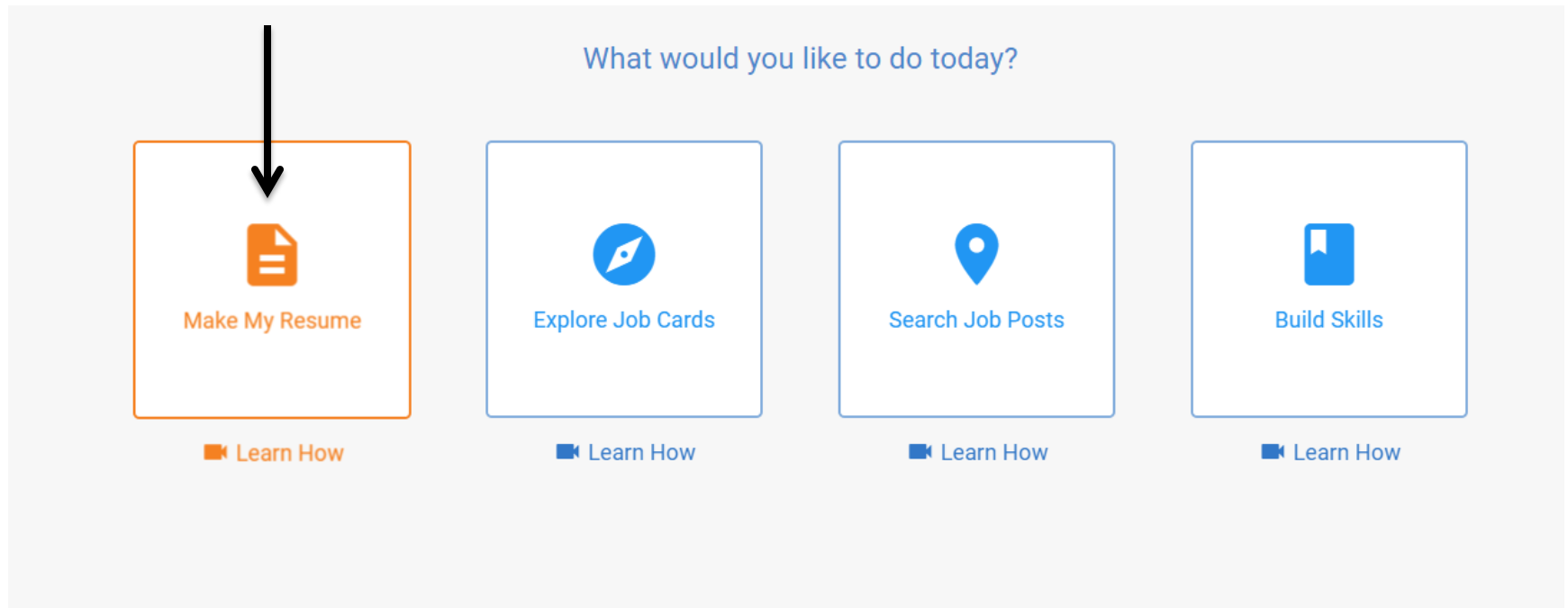
- ☐ Yes
- ☐ No

What is your gender?

- ☐ Male
- ☐ Female
- ☐ Prefer not to say

SUBMIT

SECOND: Click Make My Resume



Tips to having a *AWESOME* Résumé!

opportunity now

My Resume

Tell us about yourself and your goals. What skills do you have? What jobs have you had?

Edit View

HOW TO BUILD YOUR RESUME

Contact Information

Name Phone Number Email Address

Name is required. Email is required.

SAVE

About Me

Write a brief summary of yourself and your goals. What makes you "you"?

Make sure to use an email address that sounds professional!
FirstnameLastname@ is the standard.

About Me

Think about your “About Me” section as a way of *introducing yourself* to employers.

About Me

Write a brief summary of yourself and your goals. What makes you "you"?

DO:

- *KEEP IT SIMPLE!*
- Find a good balance between being professional and personal.
- Use good grammar and check your spelling!
- Ideas:

DON'T:

- Abbreviate!
- Use emojis!
- Use this section to talk about your favorite things or obsessions (Justin Bieber, Game of Thrones, or Instagram).


SAVE

- Where do you go to school? Which academy are you enrolled in?
- Career/Education interests?
- Are you passionate about something?
- Are you involved in clubs, sports, theatre, or any other extracurricular activities?

- Abbreviate!
- Use emojis!
- Use this section to talk about your favorite things or obsessions (Justin Bieber, Game of Thrones, or Instagram).

Have you ever worked before?

Have you worked at a fast food restaurant? Been a babysitter? Delivered newspapers? Has your school had a community-based project you participated in? Been a part of a big group project?



Experience

Put it in this section!

Add New Experience

Certificates and Licences

Add New Certificate

Skills

Add New Skill

Do you know how to use Microsoft software, like Excel, Word, or Powerpoint? Are you good at working in groups? Do you have experience in public speaking?

Put it in this section!

Use this section to add your **school** and **academy**!



Education

Add New Education

Community Involvement

Add New Community Involvement



Have you volunteered anywhere?

Have you served food to the homeless? Spent time at a nursing home? Been a part of a community project?

Put it in this section!

THIRD: Search Job Posts



Explore
JOB CARDS



Search
JOB POSTS



Build
SKILLS



Watch
WORKS.TV

My Resume

Tell us about yourself and your goals. What skills do you have? What

Edit View

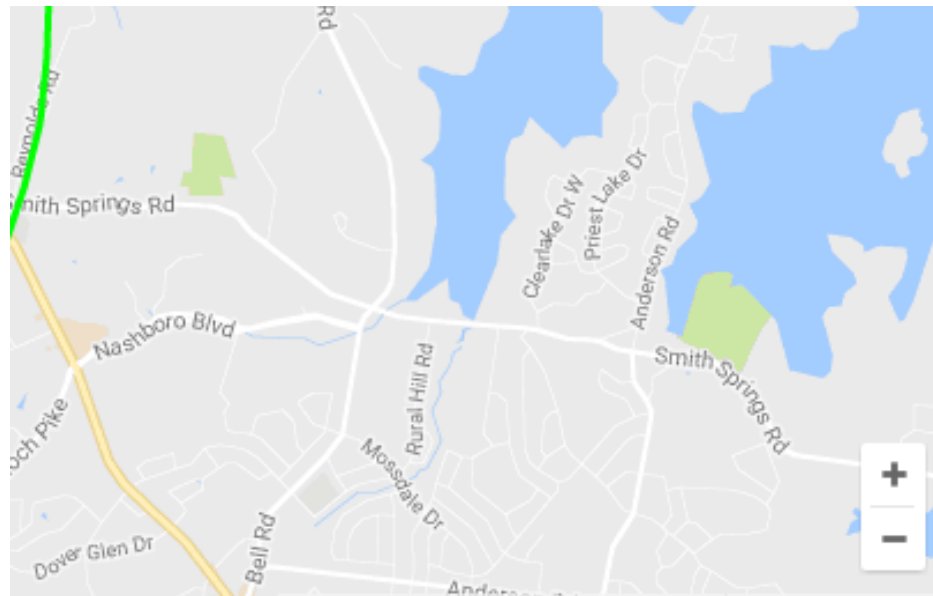
Contact Information

Sarah Polk Phone Number

First, click on the top left 3 gray bars.
Second, click Search Job Posts.

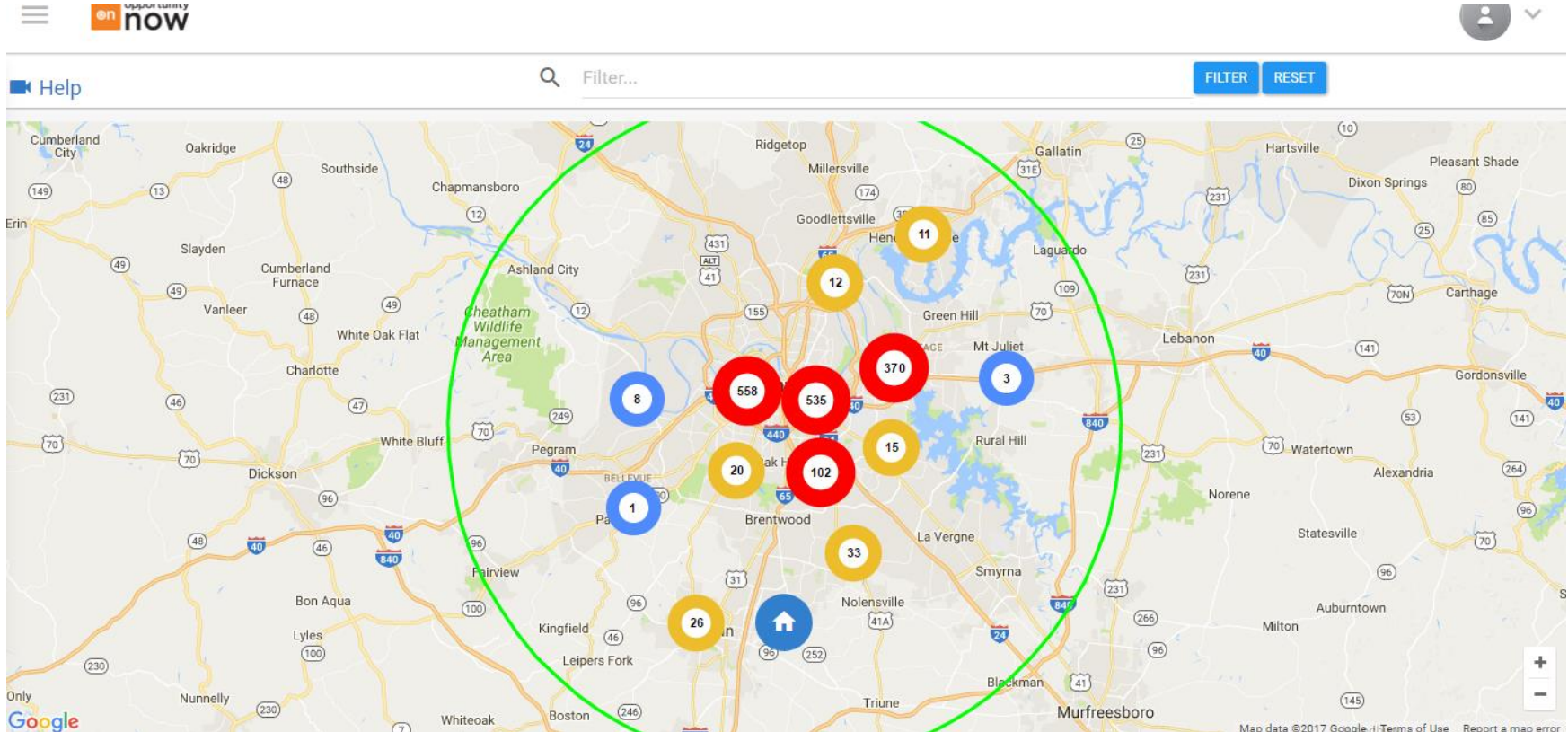
Using the Map Feature

The portal will automatically start searching in your neighborhood. Click the minus sign in the bottom right hand side of the screen to view a larger radius of Nashville and more positions.



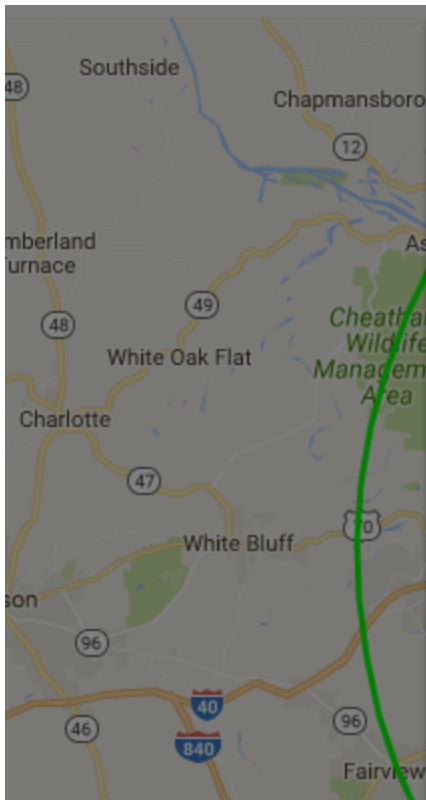

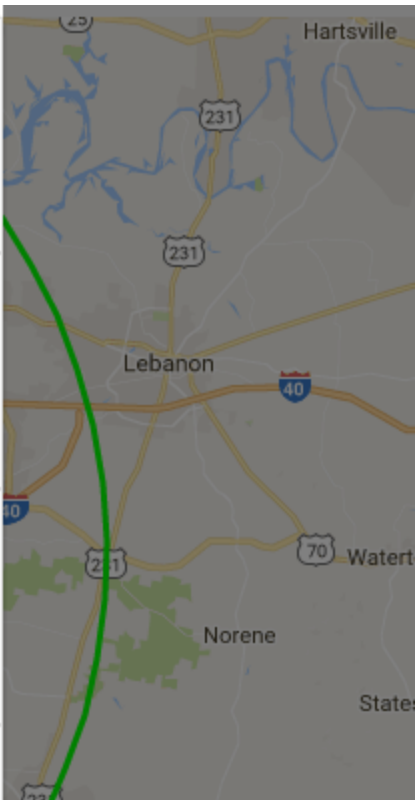


Using the Map Feature

Once you are zoomed out to the region you prefer, click **“Search This Area”** and you will see numbers representing positions around Nashville.



Using the Map Feature

- Click on any of the numbers to start viewing the jobs in that area.


	 <div>Treetop Adventure Park Guide Nashville Shores Part Time</div> <div>Hermitage, Tennessee</div>	25 Available Positions	
	 <div>Concessions Nashville Shores Part Time</div> <div>Hermitage, Tennessee</div>	80 Available Positions	
	 <div>Lifeguard Nashville Shores Part Time</div> <div>Hermitage, Tennessee</div>	150 Available Positions	
	Retail and Rentals	20	






Using the Map Feature


- If you want to view more information about the position, click the job post. Click “Apply” if you’d like to apply for that position.

The screenshot shows a job posting interface. At the top is a blue header bar with a white left-pointing arrow and the text 'Back'. Below the header, the job details are displayed in a white box. On the left is a placeholder icon for a profile picture. To its right, the job title 'Concessions' is in bold, followed by the company name 'Nashville Shores' in blue, and the location 'Hermitage, Tennessee'. Further right, there are three icons with text: a person icon for 'Positions:80', a clipboard icon for 'Part Time', and a calendar icon for '107d to apply'. Below these, a clock icon indicates 'Posted 57d ago', and a hamburger menu icon links to 'More Job Info'. To the right of these details is a red heart icon for saving the job. On the far right is a blue button with the text 'APPLY'. A black arrow points down to this button. Below the job details box, there are two sections: 'Job Description' and 'Your Duties', each with a red vertical bar to its left. The 'Job Description' section contains the text: 'Responsible for the preparation, serving, and sale of food items at restaurant or cart locations.' The 'Your Duties' section contains the text: 'Prepare and serve food with a smile! Maintain an organized cash register for sale of products. Monitor food temperatures during holding and serving. Observe proper sanitation guidelines at all times (hair restrained, hand washing, etc). Perform clean-up duties of all kinds before, during, and after a shift. Exhibit proper Guest Service Skills at all times. Report to work on time, as scheduled. Follow guidelines for proper notification of sick leave and vacations.'

← Back

 **Concessions**
Nashville Shores
Hermitage, Tennessee

 Positions:80
 Part Time
 107d to apply
 Posted 57d ago
 [More Job Info](#)

 [APPLY](#)

Job Description

Responsible for the preparation, serving, and sale of food items at restaurant or cart locations.

Your Duties

Prepare and serve food with a smile! Maintain an organized cash register for sale of products. Monitor food temperatures during holding and serving. Observe proper sanitation guidelines at all times (hair restrained, hand washing, etc). Perform clean-up duties of all kinds before, during, and after a shift. Exhibit proper Guest Service Skills at all times. Report to work on time, as scheduled. Follow guidelines for proper notification of sick leave and vacations.

If you get a job, then you will need to be prepared...

○ I-9 Documentation

- You will need several forms of identification, in order to start working. Make sure to have these with you when you have your first day or orientation.

○ *Transportation*

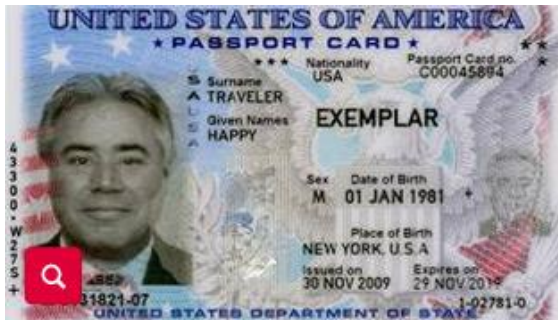
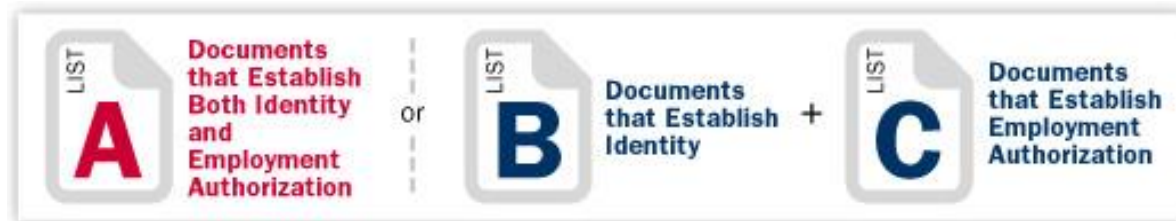
- Only a few jobs/internships will be providing transportation. Make sure you have a way to get to and from your place of employment. Use the bus if you do not have a car or someone to take you.

○ *Bank Account*

- In order to receive payments, you will need to set up a bank account. Discuss with a parent or guardian to determine details.



ACCEPTABLE I-9 DOCUMENTATION



US Passport



Driver's License



ID Card



Social Security Card

Birth Certificate

US Citizen ID Card

****Under 18 years old:**

- School record or report card
- Clinic, doctor or hospital record
- Daycare or nursery school record



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